



# Electronic Recruitment Application

## **Applicant Guidance**

Creating ERA Applicant Account



# Creating ERA Applicant Account

1. Click on the U.S. Mission in Yangon, Myanmar's seeker URL from embassy webpage.

The screenshot shows the website for the U.S. Embassy in Burma. At the top, there is a dark blue header with the embassy logo and name, and social media icons. Below the header is a navigation menu with links for Visas, U.S. Citizen Services, Our Relationship, Business, Education & Culture, Embassy, and News & Events. The main content area is titled "Job Openings at the Embassy" and includes a breadcrumb trail: Home | Embassy | Job Openings at the Embassy. A paragraph of text describes the embassy as an equal opportunity employer. A red-bordered box highlights a key instruction: "Thank you for your interest in employment with the U.S. Mission in Rangoon. To view a current list of all available positions, please visit this page: [Electronic Recruitment Application \(ERA\)](#). **All applications must be submitted through ERA to be considered.**" Below this, it says "Here are some additional resources that may be helpful:". To the right, there are two boxes: "Additional Resources" with links to "Download the Careers Mobile App" and "Get Details on the Foreign Service Officer Test (FSOT)", and "Adobe Reader" with a "Download Adobe Reader" link. A red arrow points from the highlighted text to the "ERA" link in the Adobe Reader box, with the label "Click 'ERA'". At the bottom, there is a dark blue button labeled "Opportunities".

U.S. Embassy in Burma

Visas U.S. Citizen Services Our Relationship Business Education & Culture Embassy News & Events

### Job Openings at the Embassy

Home | Embassy | Job Openings at the Embassy

The U.S. Embassy in Yangon is an equal opportunity employer, seeking to attract the highest caliber and best qualified staff. We offer competitive salaries and a very attractive benefits package, as well as a dynamic working environment. A summary of the primary benefits and allowances for locally employed staff can be found at this [link](#) (PDF 136KB). A chart showing language score equivalencies can be found [here](#). English test results are *not* required. Those who are short-listed will be called for English testing at the Embassy if necessary.

Thank you for your interest in employment with the U.S. Mission in Rangoon. To view a current list of all available positions, please visit this page: [Electronic Recruitment Application \(ERA\)](#). **All applications must be submitted through ERA to be considered.**

Here are some additional resources that may be helpful:

**Additional Resources**

- [Download the Careers Mobile App](#)
- [Get Details on the Foreign Service Officer Test \(FSOT\)](#)

**Adobe Reader**

- [Download Adobe Reader](#)

**Click "ERA"**

**Thank you for your interest in employment with the U.S. Mission in Rangoon. To view a current list of all available positions, please visit this page: [Electronic Recruitment Application \(ERA\)](#). All applications must be submitted through ERA to be considered.**

Opportunities



# Creating ERA Applicant Account

2. Click "Login" or click on the hyperlinked current opening Announcement.

searchVacancies.hms?\_ref=bkflyjlrpt0

state.gov HR Survey - Respon... HR Survey - Respon... Calculate Pay Perio... How to calculate en... Jobs for Myanmar... Home | MIMU



**U.S. Department Of State**  
DIPLOMACY IN ACTION

[Login](#) Option A

## Open Vacancies

Showing 1 of 1 items found.

Search for Open Vacancies

Sort By: Close Date (Ascending)

Filter Results By

- Series
- Grades
- Location
- Salary
- Agency

**Procurement Agent (All Interested Applicants)** Announcement #: Yangon-2019-41

The work schedule for this position is: Full Time (40 hours per week). Start date: Candidate must be able to begin working within a reasonable period of time (4 weeks) of receipt of agency authorization and/or clearances/certifications or their candidacy may end.

<b>Salary:</b>	(USD) \$11,735/Per Year	<b>Position Info:</b>	
<b>Series/Grade:</b>	LE - 0810 - 6	<b>Location:</b>	Rangoon, MM
<b>Agency:</b>	Embassy Rangoon	<b>Close Date:</b>	10/07/2019 <small>(MM/DD/YYYY)</small>

Show 25 results per page GO

FIRST PREVIOUS NEXT LAST

POWERED BY MONSTER



# Creating ERA Applicant Account

3. Click “Apply to this Vacancy” or “Login”.

The screenshot shows a web browser window displaying the ERA (Electronic Recruitment Application) system interface. The page is titled "U.S. Department Of State" and "DIPLOMACY IN ACTION". The location is set to "Myanmar". The main heading is "Vacancy Details". There are several buttons: "APPLY TO THIS VACANCY" (highlighted with a red circle and labeled "Option A"), "VIEW ELIGIBILITY QUESTIONS", "VIEW EDUCATION AND EXPERIENCE", "VIEW VACANCY QUESTIONS", "EMAIL TO A...", and "PRINT VACANCY". There are also links for "Login" and "Return to Job Search" (highlighted with a red circle and labeled "Option B"). The "About" section provides the following information:

- Announcement Number: Yangon-2019-41
- Hiring Agency: Embassy Rangoon
- Position Title: Procurement Agent (All Interested Applicants)
- Open Period: 09/27/2019 - 10/07/2019  
Format MM/DD/YYYY
- Vacancy Time Zone: GMT+6.5
- Series/Grade: LE - 0810 6
- Salary: USD \$11,735
- Work Schedule: Full-time - (40 hours per week)
- Promotion Potential: LE-6
- Duty Location(s): 1 Vacancy in  
Rangoon, MM
- Telework Eligible: No



# Creating ERA Applicant Account

4. Click "Create Account" from the Login page.

## Login

[Forgot Password?](#)

**LOGIN**

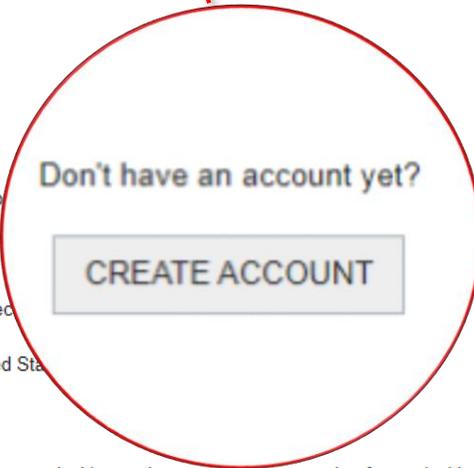
Don't have an account yet?

**CREATE ACCOUNT**

### TERMS AND CONDITIONS

By creating an account (login and password), I understand and expressly consent to the following:

- The information that I provide while filling out this online employment application form and completing the application will be transferred online, stored, and processed on a server in the United States of America. This information may be accessed and provided in my home country.
- The information that I provide will be retained and destroyed in accordance with U.S. Department of State records retention policy.
- The information that I provide will be reviewed and used for official purposes by the government of the United States.
- All data transfers via the internet are not 100% secure and there might be some security vulnerabilities.
- I may decide not to consent to these terms, but, if I do not consent to all of these terms, then I agree not to proceed with creating an account or moving forward with filling out the application, and I understand that I will not be considered for hiring.



OMB APPROVAL NO. 1405-0189  
EXPIRES: 06/30/2022  
ESTIMATED BURDEN: 15 minutes

PRIVACY AND PAPERWORK REDUCTION ACT STATEMENTS (For U.S. Citizens and Legal Permanent Residents of the U.S.)



5. Fill out Personal and Contact Information.

- All items marked with a red asterisk (\*) are mandatory and require a response.

[Login](#)



Personal Information



Account Created

## Account Creation

Your Applicant Profile cannot be edited or saved until completed. You must answer the required fields prior to saving the application (Sections 2 through 13). Click NEXT after you have entered all required information.

Items marked with \* are required.

Items marked with \* are required.

### Personal Information

**Prefix**  
--- Please Select ---

**\* First Name** **Middle Name** **\* Last Name**

**Suffix**  
--- Please Select ---

**\* US Citizen**  
 Yes  No



# Creating ERA Applicant Account

## 6. Fill out Personal and Contact Information.

- Note that each ERA account must have a unique email address. The system will not allow multiple applicant accounts to share an email address.

### Contact Information

<b>* Address 1</b>		
<input type="text"/>		
<b>Address 2</b>		
<input type="text"/>		
<b>Address 3</b>		
<input type="text"/>		
<b>* City/Town</b>	<b>* Country</b>	<b>* State/Province/Territory</b>
<input type="text"/>	<input type="text" value="United States"/>	<input type="text" value="--- Please Select ---"/>
<b>* Zip/Postal/Pin Code</b>	<b>Plus 4</b>	
<input type="text"/>	<input type="text"/>	
<b>* Telephone 1</b>	<b>* Telephone Number</b>	<b>Extension</b>
<input type="text" value="-- Select --"/>	<input type="text"/>	<input type="text"/>
<a href="#">+ ADD ANOTHER TELEPHONE</a>		
<b>* Email</b>		
<input type="text"/>		

Enter only ONE Internet E-Mail Address (example: john\_doe@company.com)



# Creating ERA Applicant Account

## 7. Fill out Personal and Contact Information.

- Your password must have at least 12 characters and must include at least one letter (upper and lower case), one digit, one special character and no spaces.
- Each security question selection and answer must be unique.

**\* Password**

Your password must have at least 12 characters and must include at least one upper & lowercase letter, a number, and a symbol (ex. !@#\$\$%^&\*).

**\* Confirm Password**

**\* Security Question 1** ?

--- Please Select ---

**\* Security Answer**

Minimum 5 characters. Maximum 25 characters.

**\* Security Question 2**

--- Please Select ---

**\* Security Answer**

Minimum 5 characters. Maximum 25 characters.

**\* Security Question 3**

--- Please Select ---

**\* Security Answer**

Minimum 5 characters. Maximum 25 characters.

**\* Security Question 1** ?

--- Please Select ---

**\* Security Answer**

Minimum 5 characters.

**\* Security Question 2**

--- Please Select ---

**\* Security Answer**

Minimum 5 characters.

**\* Security Question 3**

--- Please Select ---

 [NEXT](#)



# Creating ERA Applicant Account

8. Receive confirmation that your account was created.

- Ensure to safeguard account email, password, and security questions/answers as you will be responsible for remembering this information in order to login to your ERA account.

[Login](#)

Personal Information Account Created

## Account Creation

**Congratulations, your account was created.**

Your Email: [Redacted]

Please make note of the email address provided above, you will need to use it to login to the system from now on.  
If you need to modify your profile please navigate to the Personal Information section by clicking on your name from the Dashboard page of your account.

Below is the information you provided

First Name:	TEST
Middle Name:	
Last Name:	APPLICANT

[DONE](#)